



# Training & Exercise Authorization Request Form

March 23, 2020

## Overview

Grant funded training and/or exercise related expenses require pre-approval from MN DPS-ECN staff. Each request will be reviewed based on the following criteria:

- The event is an allowable activity under the grant program guidelines.
- The expenses related to hosting/attending the event are considered reasonable.
- The event supports the development of interoperable public safety communications capabilities on a local, regional, and/or statewide basis.
- The event aligns with statewide, regional, and/or local emergency communications needs and priorities.

### Food & Beverage Expenses:

Grant funded food and/or beverage expenses related to a training or exercise event hosted by the requesting entity require pre-approval from MN DPS-ECN staff. Each request will be reviewed based on the following criteria:

- The food and beverage expenses related to the event are allowable under the grant program guidelines.
- The food and beverage expenses related to the event are considered reasonable.
- The provision of food and/or beverages supports the flow and continuity of the event.
- Event activities occur before and after the food and/or beverages are served.
- The food and/or beverages provided are not related to amusement or a social event. Any event where alcohol is served is considered a social event; therefore, food and beverage expenses associated with the event are not allowed.

### NOTE:

If information regarding food and/or beverage expenses has already been included in the 'Training & Exercise Authorization Request Form', a separate 'Food & Beverage Authorization Request Form' does NOT need to be completed by the requesting entity.

## Authorization Process

A 'Training & Exercise Authorization Request Form' must be submitted to obtain pre-approval for grant funded training and/or exercise related expenses.

- Enter relevant information in Section 1, 2, 3, and 4 of the form.
- Print and sign the form.
- Forward the form to your designated regional grant coordinator for review and signature.
- The designated regional grant coordinator will scan the completed form and submit it to MN DPS-ECN at [ecn@state.mn.us](mailto:ecn@state.mn.us).
  - Please include 'Training & Exercise Authorization' in the subject line.
  - Supporting documentation (event information, course syllabus, vendor quotes, etc.) associated with the request should be included as separate attachments.
  - Please note that it may take up to 10 business days for MN DPS-ECN staff to process the request.
- Retain original copies of the form and supporting documentation for your records.
- MN DPS-ECN staff will review the request and notify the designated regional grant coordinator within 10 business days.

## Reimbursement Process

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Instructions regarding reimbursement for grant funded training and/or exercise related expenses can be found on the 'Grants' page of the MN DPS-ECN website located at:

- <https://dps.mn.gov/divisions/ecn/grants/Pages/default.aspx>

## Resources

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Copies of the 'Training & Exercise Authorization Request Form' are available on the 'Grants' page of the MN DPS-ECN website located at:

- <https://dps.mn.gov/divisions/ecn/grants/Pages/default.aspx>

MN DPS-ECN leadership, staff, and the Regional Interoperability Coordinators (RICs) are available to assist with questions or concerns related to grant funded training and exercise related activities. Their contact information can be found on the 'Staff Contacts' page of the MN DPS-ECN website located at:

- <https://dps.mn.gov/divisions/ecn/contact/Pages/staffcontacts.aspx>